

**Community Library Network  
Board of Trustees Regular Meeting Minutes  
October 21, 2019  
Hayden Library**

**We Empower Discovery**

**Call to order:** The meeting was called to order at 9:17 a.m. by Katie Blank, Chair  
**Trustees present:** Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale  
**Staff present:** John Hartung, Anne Abrams, Janelle Sells, Rebecca Melton, Nick Madsen

**Roll call:** Katie Blank, Bob Fish, Regina McCrea, Judy Meyer, Michele Veale

**Public comment:**

None

**Emerging Technologies update report: Nick Madsen**

Nick's update on Emerging Technologies, entitled A Tale of Three Board Reports, reviewed his previous reports and showcased the accomplishments of the last year or so. He presented the timeline that shows when he was approached by Administration to introduce STEM activities to people of all ages. In February 2018, his first presentation introduced the concepts of a growth mind set and digital literacy. The growth mindset, which is important for learning, enables a person to tackle new projects and processes with the idea that perseverance and training will make it possible to learn something new. Digital literacy embraces the concept that literacy is not just about books and reading. All of us need technology skills to be literate. He discussed plans to establish 3D printing and continue developing community connections. In August 2019, Nick reported on the successful launch of 3D printing, the maker-faire event sponsored by Gizmo and a \$25,000 grant received from Innovia for STEM related workforce training.

For this report, Nick shared news about the Discovery Bus. It is a 60 foot, articulated, former transit bus purchased from STEM Revolution. The Innovia Foundation grant money was used for the purchase and a matching grant for \$12,500 from the STEM Action Center will be used to get it ready for programming. 3D printing, soldering, coding, sewing and Tinkercad programs are examples of some of the ways Nick plans to use the bus.

Introductory workforce training opportunities are the focus of the Innovia grant. If a community member tries computer aided design on the Discovery Bus and would like to learn more about the process and how it could lead to employment opportunities, the person might be directed to Gizmo, NIC, the University of Idaho or another business partner for additional information.

Programming on the Discovery Bus is scheduled to begin in early spring.

Nick left the meeting at 9:51.

**Consent agenda: action item**

Minutes of the regular meeting of September 19, 2019

Minutes of the CIN meeting of September 18, 2019

Community Library September Reports 2019

Youth Services September Reports 2019

Cooperative Information Network September 2019 financial statements

The Board asked about the total amount allocated for e-book contributions. Why did contributions exceed the budgeted amount? The budget includes the amount that CIN is

contractually obligated to spend, but the District and Coeur d'Alene make additional contributions and other libraries donate additional funds to e-book resources.

The Director reported that CIN will discontinue the contract with EBSCO to provide the Discovery overlay for the Koha catalog. EBSCO has not been able to provide the statistical reports needed to reflect how our members are using Discovery, despite many years of trying to work with them. CIN will continue to explore other options for an enhanced catalog. The Board asked about the Supplies line on the Income Statement. Because it is an "in and out" line, with member libraries reimbursing for all supplies ordered, the annual budget amount is "0".

On the regular meeting minutes for September 19, McCrea requested that the "a" be changed to "at" for adjournment to read "The meeting was adjourned "at" 5:12."

The Board accepted the consent agenda with the suggested change to the minutes.

M, C, Fish

**Community Library Network September 2019 financial statements: action item**

Staff mentioned that there were no major surprises from the budget at the end of the fiscal year, though there will be a few changes from the audit which is scheduled for November.

The Board offered congratulations for keeping year-end figures within the budget total.

The Board approved the September 2019 financial statements as presented.

M, C, Fish

**Circulation statistics: September 2019**

The Board noted the increase in Overdrive usage. Circulation overall is flat with circulation of physical items up slightly and internet sessions decreasing.

**Director's report: update on Strategic Questions goals (new 2019-20 goals)**

The Board asked what kind of mileage is expected from the Discovery bus. The Director explained that there is no fuel gauge, so mileage cannot be determined.

**Budget item:**

Discuss Q1+ funds

Discuss reopening the budget: action item

The Director explained that the budget will need to be reopened at the next regular meeting on November 21, 2019, because there is approximately \$5000 more than is needed for Q1+ and the \$66,500 in grants received exceeds the grant revenue line in the budget. Legal ads will need to be posted in local newspapers along with a budget hearing notice.

The Board asked about a proposed subscription to new self-check software which was mentioned in the Director's board letter. The Tech Logic software would provide a way to feature programming and announcements at self-check stations.

The Board and staff discussed whether \$1.6 million is adequate to fund the first 4 months of the fiscal year. Blank and Fish requested that the Q1+ amount be evaluated each year.

The Board approved reopening the budget at a budget hearing to be held at 5:00 p.m. on November 21, 2019, immediately following the regular board meeting.

M, C, Veale

**Succession Planning:**

Debrief of meeting of September 9

- McCrea submitted Board minutes from the meeting
- Megan Hudson's recommendations from the meeting were sent via email but the Board has not looked at them

- Timeline and next steps should be part of Hudson's recommendations
- Blank suggested a special Board meeting to discuss these things. November 8, 1-3 p.m., was selected for the special meeting. Location will be shared with the Board via email.

**Director's job description: action item**

The Board discussed asking for input on the job description from others, including District employees. Staff suggested meeting with managers and coordinators at the managers' meeting on November 15 at 9:00. A draft job description would be needed for that meeting. Meyer asked about a formal announcement. The Director would like to firm up the plan and timeline before announcing a date. The Director and Blank will work together on a retirement statement.

**New job description:**

The Board reviewed the draft job description dated October 9, 2019, submitted by McCrea. Several changes to the draft were suggested in the Director's board letter, including adding "is responsible for" in several places. Staff commented that it feels somewhat sterile, but a cover letter could help that. Staff will work with Fish to craft a cover letter and will look at incorporating some verbiage from other job descriptions and the changes outlined in the board letter. Those suggestions will be completed for Board discussion at the special meeting on November 8.

Idaho Code 33-2721:

No discussion

**Board Attorney: discussion**

The attorney for the District, John Cafferty, has taken a new job so the Board needs to consider how they will interview and hire a new attorney. It is possible to continue with the same firm (Hawley Troxell) but have another attorney. The Director suggested that this approach would be easiest and would allow the Board and a new director to hire someone else. Hiring a new attorney for the District will be put on the agenda for a future meeting. The Board requested a copy of the resume of the attorney at Hawley Troxell that Cafferty recommends.

Board training: Blank supports having someone come in to address the Board on the roles of the board, staff and the director prior to hiring a new director.

**Computer use policy notification and policy: action item**

McCrea suggested eliminating the extra line space on page 4 of the Computer Use Policy. The Board approved the Notice of Computer Use Policy dated October 21, 2019, and the Computer Use Policy dated October 17, 2019, with the correction noted above  
M, C, McCrea

**Personnel Manual revisions: action item**

The Board discussed the revision to the Personnel Manual that would remove Board approval as a condition for leaves of absence longer than two weeks. Staff will continue to report on any leave that would have budget impact.

The Board accepted changes to the Personnel Manual dated October 21, 2019, as proposed.  
M, C, McCrea

**Sick Leave Bank policy revisions:** action item

The Board accepted the proposed changes to the Sick Leave Bank Policy, dated October 21, 2019

M, C, Fish

**Request for leave:** action items

Spirit Lake staff leave request for Lesia Stolley

Hayden staff leave request for John Smith

The Board approved leaves of absence for Stolley through December 30, 2019, and Smith for a period up to two weeks, ending October 18, 2019.

M, C, Meyer

**White paper on expansion of facilities:**

The Director submitted a summary of library building expansion possibilities and recommendations for each library.

**Facilities report and discussion:**

Director announced that the e-rate bid process has been initiated. Some legal notifications still need to be submitted. This is the first step toward signing a new contract for internet access and telecom with services to begin July 1, 2020.

Report on Harrison: this project is almost complete

Report on ADA transition plan: this project is ongoing

New facilities discussion: this agenda item was addressed with a white paper mailed out in the Board packet

The Board extended the meeting by 10 minutes

M, C, McCrea

**Legislative updates:**

None

**Community announcements:**

The Idaho Humanities Council dinner at the Coeur d'Alene Resort, Friday, October 25, will feature author, Viet Thanh Nguyen.

**Agenda discussion and requests:**

- The Board requested a report on the Discovery Bus for the November meeting.
- A campaign to raise the image of libraries with legislators was suggested. The Director will coordinate this with the director at Coeur d'Alene Public Library.

**Set Special and regular meeting dates:**

Special meetings were set for November 8 at 1:00 to discuss succession planning and November 15 at Hayden at 9:00 to get manager input on the director job description.

**Adjournment:** action item

The meeting was adjourned at 5:08

M, C, Meyer

Respectfully submitted,  
John Hartung, Rebecca Melton

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Calendar of events:

Nov 8	1 - 3	Post Falls	special meeting
Nov 21:	2 - 5	Hayden	regular meeting
Nov 21:	5	Hayden	budget hearing
Dec 19:	2 - 5	Post Falls	regular meeting
Jan 16:	2 - 5	Hayden	regular meeting
Feb 20:	2 - 5	Post Falls	regular meeting

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Phone: 208-773-1506 ext. 329

Email: [ADAcordinator@communitylibrary.net](mailto:ADAcordinator@communitylibrary.net)

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